



## Quick Reference of Important Numbers



CENTRE COUNTY CAN HELP  
(Crisis Services)  
1-800-643-5432

CENTRE COUNTY ASSISTANCE OFFICE  
1-800-355-6024

MENTAL HEALTH/INTELLECTUAL DISABILITIES/  
EARLY INTERVENTION-DRUG AND ALCOHOL  
(BASE SERVICE UNIT)  
814-355-6782

THE COMMUNITY HELP CENTER  
1-800-494-2500 OR 814-237-5855

PA OFFICE OF VOCATIONAL REHABILITATION (OVR)  
1- 800-442-6343

CATA BUS SERVICES or CATARIDE  
Call 814-238-CATA (2282) or 814-238-6100

CENTRE COUNTY OFFICE OF TRANSPORTATION  
814- 355-6807

CENTRE COUNTY HOUSING AUTHORITY  
814- 355-6750

COMMUNITY CARE BEHAVIORAL HEALTH  
(CCBH)  
1-866-878-6046

Date: 3/1/12

*Are YOU looking for a JOB in Centre  
County and have a disability?  
Don't let that stop YOU.  
This Guide Can Help!*



**A Centre County Employment  
Resource Guide for Individuals  
with Intellectual, Mental Health  
and/or Physical Disabilities**

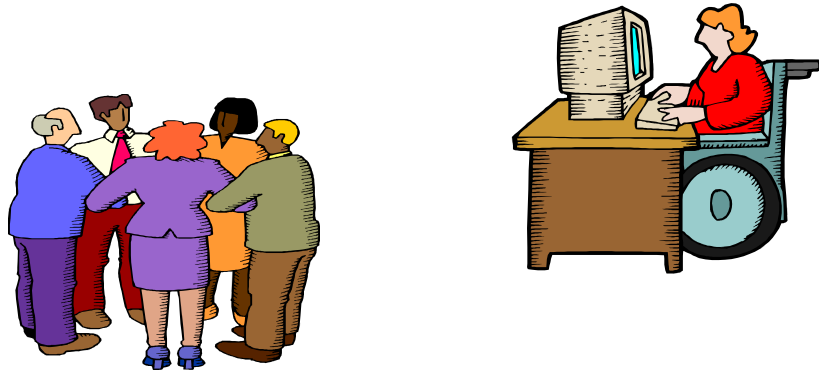


## NOTES

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## NOTES

A large rectangular area for taking notes, framed by a decorative border of yellow pencils with pink erasers. The area contains 15 horizontal lines for writing.



- **Effect of employment on the amount of food stamps you receive.**



- o Resource

- ✦ County Assistance Office, 863-6571

- **Clothing Costs:** A job may require that you wear a uniform or dress in accordance with a dress code. If you do not have the kind of clothing needed for your job, assistance may be available to help you purchase clothing.

- o Resources

- ✦ If you are a current customer of the Pennsylvania Office of Vocational Rehabilitation (OVR) you might be eligible to receive assistance to purchase clothing for a job, 800-442-6343

- ✦ Opportunity Centre Clubhouse, 867-1454

- ✦ The Bellefonte Professional Women's Association, 355-9835

- ✦ Community Help Center, 234-8222 Double Take Thrift Store at 141 West Beaver Avenue in State College, which sells clothing.

- ✦ St. Vincent DePaul's, 526 Westerly Parkway, State College, 867-3131

- ✦ State College Women's Club Thrift Store, 902 South Allen Street, State College, 238-2322, open on Thursday from 9 a.m. – 3:30 p.m.

- ✦ Goodwill Thrift Store: 237-8006. Located in the Westerly Parkway plaza

- ✦ Plato's Closet, 1526 N. Atherton St. State College, Pa 16803, 814-234-3150. hours: Mon-Sat 10 a.m.-9 a.m., Sun 12 p.m.-6 p.m.

- ✦ Faith Center, 110 West High Street, Bellefonte, 355-2238

- **Day Care Costs:** If starting a job means that you need to find a day care provider for your child or children, the cost of day care needs to be taken into consideration. Financial assistance for child care may be available.

- o Resource

- ✦ County Assistance Office, 863-6571

- ✦ Child Development Family Council, 238-5480

- ✦ CCIS of Centre County: 1-888-440-2247 or (814) 231-1352. Hours: Monday-Friday 8:30-5:00



### Centre County Employment Coalition

#### Mission:

“A network of human service professionals, who collaborate and exchange information to educate and assist individuals with disabilities in their quest toward employment opportunities by providing information on available resources”

## INTRODUCTION

Many individuals with disabilities believe they will be unable to work and this can lead to a lack of fulfillment in their own lives. This guide has been designed to show you that people with disabilities CAN and DO work every day and that supports are available to help you be successful from clothing to child care to transportation and everything in between!

## ACKNOWLEDGEMENTS

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## Financial Information to Think About When Considering Employment



- **Effect of employment on Social Security benefits.**
  - o Resource
    - ✦ Linda Jacka-Frantz, Community Work Incentive Coordinator, Goodwill Keystone Area WIPA Program, Toll Free: 866-541-7005 ext. 3; 1300 Benner Pike, State College, PA 16801; e-mail: lfrantz@yourgoodwill.org
    - ✦ Social Security Office, 1-800-772-1213
- **Effect of employment on medical benefits.** For example, getting a job might involve receiving Medical Assistance for Workers with Disabilities (MAWD) instead of Medical Assistance.
  - o Resource
    - ✦ County Assistance Office, 863-6571
- **Effect of employment on the cost of housing.** For example, the monthly rent for subsidized housing might increase when you get a job.
  - o Resource
    - ✦ Centre County Housing Authority, 355-6750
- **Transportation costs**
  - \* Would increase if you have a job and travel more times per week than before you were employed. This would affect your expenses for gasoline if you use your car to travel to and from a job. It would also result in higher costs if you use public transportation or join a carpool to get to/from a job.
  - o Resources
    - ✦ Centre Area Transportation Authority (CATA), (814) 238-2282
    - ✦ Family members

- **Determine a work schedule that works for you.**

- o If the medication you take makes it hard for you to function effectively at certain times of the day, a work schedule that is compatible with your peak performance times should be sought.
- o If you have any physical limitations that may make it hard for you to perform specific job duties you will want to choose a job compatible with your abilities.
- o If you have weekly appointments, those appointments need to be considered when determining the times you are available to work. Please also remember that regular appointments could be changed to a different day.
- o If you function best with a schedule that is consistent and predictable (or that is the same everyday), a job with a schedule that varies day by day or week by week might not be a good fit.
- o Be mindful that some jobs require employees to work evenings and/or weekends.
- o Resources
  - ✦ Family members
  - ✦ Case manager
  - ✦ Peer specialist

- **Discuss employment interests and make a plan**

- o Consult with your case manager from Centre County MH/ID/EI-D&A.
- o Consult with your case manager from Strawberry Fields.
- o Consult with your OVR counselor.
- o Consult with your job coaching agency.
- o Certified peer specialist.

**\*\* Note that as you develop your employment plan, think about the following:**

- ◇ If and when to disclose a disability to a potential employer.
- ◇ Focus on the essential functions of a job and your ability to perform them.



## TYPES OF EMPLOYMENT

### Types of Employment

- **Transitional Employment:** This could be sought with help from the professionals at the Skills Opportunity Centre Clubhouse, 867-1454
  - These are time limited jobs with training and support provided by the staff at Opportunity Centre Clubhouse to increase your success.
- **Supported Employment:** This would involve having a job coach to provide training and support when you are learning a job.
  - o Resources
    - ✦ Pennsylvania Office of Vocational Rehabilitation (OVR), 1-800-442-6343
    - ✦ Pennsylvania Office of Vocational Rehabilitation, Bureau of Blindness and Visual Services (BBVS), 866-695-7973
    - ✦ Skills of Central Pennsylvania, 234-2330
    - ✦ Skills Opportunity Centre Clubhouse, 867-1454
    - ✦ The Arc of Centre County's Nittany Employment Services, 238-1444
    - ✦ Penn State's Opportunity Network for Employment (ONE) Program, 865-0676
    - ✦ Goodwill Industries- Jason Marshall at 1-800-932-8270
    - ✦ Centre County MH/ID/EI-D&A, 355-6782
- **Unsupported/Independent Employment:** You would learn the job with the same training that any new employee would receive.
  - o Resources
    - ✦ CareerLink, 272-5465
    - ✦ Pennsylvania Office of Vocational Rehabilitation (OVR), 1-800-442-6343
    - ✦ Pennsylvania Office of Vocational Rehabilitation, Bureau of Blindness and Visual Services, 1-866-695-7973
    - ✦ Penn State's Opportunity Network for Employment (ONE) Program, 865-0676
    - ✦ Skills Opportunity Centre Clubhouse, 867-1454
    - ✦ Experience Works (age, residency, income and other eligibility criteria must be met), 272-5465

## THINGS TO DO BEFORE GETTING A JOB

- **Establish a bank account** (either a savings account or a checking account). A bank account would be needed if the employer deposits wages directly into an employee's bank account.
- **Have required forms of identification available** (for example, your original social security card or birth certificate or passport and a photo ID, such as a driver's license or a state issued non-driver's ID card).
- **Learn how to write a cover letter and resume.**
  - ^ CareerLink offers classes. Consider attending an orientation to learn about CareerLink's offerings. Call 272-5465 for information about dates and times.
  - ^ The Skills Opportunity Centre Clubhouse offers assistance with filling out applications, writing a cover letter and resume, and practicing for interviews. Call 867-1454 for assistance.
  - ^ The Pennsylvania Office of Vocational Rehabilitation (OVR) operates a job club. Contact your OVR counselor for more information, 1-800-442-6343.
- o Confirm places and dates of past employment so you can complete employment applications. Recording that information on a pocket resume is a helpful way to have it readily available.



\* Volunteering might be a viable first step if you have not worked in a long time or if you are not sure employment is right at this time in your life.

- **Determine how you would get to and from a job**
  - o Transportation Resources

CATA bus services or CATARIDE (formerly Centre Ride) provides curb-to-curb transportation for senior citizens and people whose disabilities prevent their use of the CATABUS system. Call 814-238-CATA (2282) or 814-238-6100 or go to: <http://www.catabus.com/ServiceSchedules/CATARIDE/index.html> for information and eligibility criteria.

Centre County Office of Transportation, 814-355-6807, operates Monday through Friday from 8:30 a.m. to 4:00 p.m.

- Provides door-to-door service to clients of human service agencies, patrons who are Medical Assistance eligible, persons with disabilities, and the general public (possible fee) who are residents of Centre County. Also offers a home-delivered meal service to individuals who qualify. Reservations are required by 1:00 p.m. at least one working day in advance (preferably as soon as possible). Persons needing accessible vehicles are encouraged to make reservations as soon as possible. This is a shared-ride service that primarily serves destinations in Centre County.

\*\* Research options and submit documentation in order to have eligibility determination made if you request CATARIDE or Centre County Office of Transportation services.

- ✦ There are several taxi services available in Centre County.
- ✦ Consider asking a friend or family member to give you a ride to or from a job.
- ✦ Contact OVR to inquire about Driver Training.

